



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

September 2, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-13

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Information Regarding Payroll Processed During Hurricane Katrina

Payroll for September 2, 2005 payday for ISIS HR Paid Agencies was processed Monday night, August 29, 2005 per our normal schedule.

- Direct Deposit transactions were transmitted via ACH as scheduled on Wednesday, August 31, 2005. There may be some financial institutions in the areas affected by the hurricane that may not be able to retrieve their ACH file for posting to employee accounts on Friday, September 2, 2005. When OSUP receives a list of financial institutions that did not retrieve their ACH file for posting on Friday, September 2, 2005, OSUP will contact agency personnel to work out a solution for paying affected employees.
- Most checks for those employees not on direct deposit were mailed Friday, September 2, 2005 as usual. Those checks with addresses reported by the United States Postal Service as being undeliverable due to this disaster (three digit zip code ranges: 369, 393, 394, 395, 396, 700, 701 and 704) were released to agencies for distribution, or held at OSUP if we were unable to reach the agency.
- When employees contact agencies stating they have not received their check or deposit, agencies should contact OSUP for instructions. Agencies should also be prepared to get pertinent information, such as alternate mailing addresses, phone numbers, banking information and other contact information that may be useful, to handle these problems and to make changes for future payroll payments.

Employees should contact their agency prior to contacting OSUP or Louisiana Department of State Civil Service with any questions they may have about compensation. Louisiana Department of State Civil Service is in the process of gathering agency contacts for all state agencies so employees will know how to get in touch with their agency/payroll office. This information and other issues related to payroll and Civil Service rules will be provided on the following websites at the end of the week:

Louisiana website: <http://www.Louisiana.gov>

Office of Information Services website: <http://www.doa.state.la.us/ois/index.htm>

Office of State Uniform Payroll: <http://www.doa.state.la.us/osup/osup.htm>

Louisiana Department of State Civil Service website: <http://www.dscs.state.la.us/default.htm>

If further assistance is needed, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Angel Vernon	342-5344	Angela Woods	342-5345	Laurie Lee	342-5377
Penny Jones	342-5354	Orneatha Wright	342-5357		